

6

In this unit you will learn

- the remaining three letters, and three special spellings, with their pronunciation,
- the full alphabet in its proper order,
- how Arabic transcribes foreign words.

Letters

1



The joined letter **ف fa** represents *f* as in English *fee*. The joined letter **ق qaf**, which we can transcribe as *q*, is pronounced like *k* in English, but as far back in the throat as possible. Say *coo* several times, taking the contact back as far as you can. The result is *q*. The letter **ق** does *not* represent an English *q* in sound.

The short and full forms are used in the manner known to you. The full form of **fa** is shallow like the **ب** group while the full form of **qaf** is deep with a swoop, like **ن**. Both **fa** and **qaf** are dotted above the ring, in both short and full forms. Write several



In Tunisia, Algeria and Morocco you may find **فـ fa** for **fa** and **قـ qaf** for **qaf**, in Morocco you can see signs indicating the city of **فاص فاs Fas**. In this book we use the much commoner forms of the letters, shown in the box.

Since **ق** has a dark sound, any neighbouring *a* or *ā* is darkened. The dark vowels are dotted in the examples given below. Read and write:

تفتيش **فتي** *taftiṣh* inspection فني **فتي** *faṇi* technical
سفارة **فتي** *safāra* embassy سفير **فتي** *safir* ambassador

handwriting

کَا کَا کَا
کَل کَل کَل
کَل کَل کَل

print

کَا کَا
کَل کَل کَل
کَل کَل

Now read and write:

إمكانية إمكانيه imkāniyya possibility كاتب كاتب kātib writer

مشكلة مشكلة muškalla problem كل كل kull every, all

تكليف تكليف taklīf con كلام كلام kalam speech, speaking

Exercise 1 Write these new words:-

(a) akhbar more (b) shakl form (c) kammiya quantity

(d) miftah key (e) iqtirah proposal

Exercise 2 Given the word مكتوب maktūb written as a model, you can easily read words with the same pattern such as مربوط marbūṭ connected, معلوم maʿlūm known, منشور munshūr published. Now read these new words, following the model given.

(a) كاتب kātib writer. Read عامل worker, سائق driver,

ساكن resident

(b) كبير kabīr big. Read كثير much, صغير small, فقير poor,

قريب qarīb near, قليل qalīl little, few

(c) استقبال istiqlāl reception. Read استكشاف exploration, استثمار investment, استعمال use, استنكار rejection استقلال independence

(d) تفتيش taftīsh inspection. Read تقسيم partition, تحسين repair,

تعليم taʿlīm

(e) مكتب maktab office. Read مطبخ kitchen, متحف museum,

مشتغل workshop, مصنع factory, ملعب playground, playing field

(f) ممثل mumaththil representative. Read مفتش inspector, مفرز reporter, محرك motor, محرك engine

The answers to these exercises follow paragraph 6 below

1

$$\frac{t}{a} \int \tan \alpha \sin \alpha$$

Now that you have learned the alphabet, here are three consonants for you. The first two, shown in the box above, are called *tanwin** which we can translate as 'en-ing' or 'providing with n'. Here they are in action.

فوراً *Soorun immediately*

عادةً *Shidatan* usually

The one with *aiif*, اِئِف , is always pronounced -an (short *a*, despite the *aiif*), while the one with *ā marbūṭa*, اِئِفْ , is pronounced -ān. The dots of اِئِفْ are always written in handwriting for this form. When *tanwin* is added to the ending -ā the combination becomes اِئِفَّ - *iyān/iyātan*. We write *tanwin* only at the end of a word, and it is useful because it marks *countless adverbs*, i.e. words describing verbs or adjectives. In some print, and, alas, in much handwriting, the -ā mark is omitted, leaving as with اِئِف and اِئِفْ , which is not very helpful. In this book the اِئِفْ is always shown, and you are advised always to write it. The *a* sound is *not* written with اِئِف on this special form.

* There are in fact three tawwīn, one for each of the vowels a, i and u, but you will hardly ever see the last two, and they need not concern us. The full name of the medial one shown here is *alif tawwīn*. We can call it simply *tawwīn*.

Read and write:

کثراً کثیراً kathraan kathiraan
رسمیاً رسمیاً rasmiyan rasmiyaan

مثلاً مثلاً *mathalan for example* قللاً قليلاً *qallan a little*

خاصةً *khassatan* especially

5 *elif maysıra*

one as our third courtesy. In some words you will see a final ya, — the dots, which is not pronounced -e at all, but which sounds -e

just like final **ālif**. This form is called **ālif maqṣūra**. It occurs in only a few words. Pronounce it -a. This 'curiosity' can be confusing.

The situation is not helped by the fact that **ي** proper (the one that is pronounced -i), when standing alone, is often printed and handwritten without its dots: you will, for example, see مصري مصري *miṣri*.

Two things are worth noting, and they offer some help.

- when you see **ي** it is much more likely to be **yā** (sounded -i) which is much more common than **ālif maqṣūra** (sounded -a).
- **ālif maqṣūra** occurs only at the end of a word, nowhere else.

Throughout this book we write **ي** for isolated **yā** and **ي** only for **ālif maqṣūra**. You are recommended to do the same, to make your handwriting clear.

Read and write:

إلى إلى *ilā* to على على *ʿalā* on
مستشفى مستشفى *mustashfā* hospital

Exercise 3 Which way, right or left, to (a) school, (b) hospital, (c) airport, (d) market? Read the words aloud:



The answers to that exercise follow paragraph 6 below.

Alphabet

5 Here is the whole alphabet, in its Arabic order. Read from the middle outwards, as you always should when you have parallel Arabic and English columns.

← →
أ ālif
ب bā با بā
ت tā تا تā
ث ṭā طا ṭā
ج jā جا jā
ح ḥā حا ḥā
خ khā خā khā

ذ	dhā dhā
ز	zā zayy
س	sā sūn
ص	ṣā ṣṣā
ط	ṭā ṭā
ع	ʿayn ghayn
ق	qā qaf kāf
م	mā mīm nān
و	wā waw yā

Special letters, and signs not found in the alphabet, are usually listed as follows

آ, إ and ؤ	with ا
ك	with ة
ذ	with ا or و
ث	with ا or ي
ي	with ي
...	is disregarded

Using this order, you can look up a proper name or a department etc. in a list or directory such as a telephone book or street index; also in the vocabulary in this book. You can also use a dictionary, provided you use one of the newer ones which list alphabetically by words: examples are Steingass' *Arabic-English Dictionary* published by Klayat in Beirut, or a later edition of 'Al Maswid', *Arabic-English*, published by Dar al-Ilm li-Ma'ayn, also of Beirut.

If you understand German, you can use Langenscheidt's *Arabic-German/German-Arabic* dictionary, either the pocket or the desk edition. This is also arranged alphabetically by words, with transcription.

Around older Arabic-English dictionaries they may be good, but they list by roots, and you have to know Arabic grammar well to find your word.

The vocabularies in this book are arranged alphabetically by words.

Exercise 4 Put these customer files in their right alphabetical order



Match the transcriptions to the names *ashm, bālāl, hasanayn, ḡhamat, sulaymān, khūrī*.

Now imagine opening these fresh files in the names of (g) *saydān*, (h) *ashūbakr* and (j) *asīrī*. Write these names and put them in alphabetical order with the others.

The answers to this exercise follow paragraph 6 below

Arabic Transcription

6 There is no standard Arabic transcription for foreign words. But the following principles seem generally to be followed.

Little distinction is made between foreign long and short vowels. *ā* is used for long and short *a*, *u* for long and short *u* and *o*, and *ī* for long and short *e* and *i*.

v is usually transcribed either with *ف* or the artificial letter *ڤ*, *p* either with *ب* or the Persian/Urdu letter *پ*, *g* with *ج* or *گ*, and *ch* with the Persian/Urdu letter *چ*.

ڤينا ڤينا *vīyēnā* Vienna

پاریس *pārīs* Paris

جنيف *jīnēv* (Fr. *Genève*) Geneva

روما *rōma* Rome

تلفون/تليفون *tilfōn/tilfōn* telephone

کمپیوٹر *kampyūṭir* computer

أوتوبس *otōbīs* (Fr. *autobus*) bus

أوتل *ōtel* (Fr. *hôtel*) hotel

As you know in Egypt *ج* is pronounced like hard English *g* (see Unit 5), so you often see *ج* for *j* in foreign names in Egypt: *چاکارتا* Jakarta

Initial *s* followed by a consonant other than *w* is transcribed as *س*:

اسكتلندا *iskotlānda* Scotland, but *سويسرا* *sūwīṣra* Switzerland

When reading a commercial sign, remember that it is possibly not Arabic at all. Try reading it aloud, especially if it has no recognisable Arabic shape. I used to enjoy watching people puzzle over a shop sign in the Arabian Gulf which read **فيش أند چيس**; it sometimes took them a minute to realise that they could go inside and order the local equivalent of coffee-and-fries, and even wash it down with a cool **سيفن آب**, «فانتا» or a **بيبي كولا**.



Answers to Exercises

Exercise 1 (a) أكثر (b) شكل (c) كمية (d) مفتاح (e) اقتراح

Exercise 2 (a) 9amīl, al'iq, al'ikim

(b) kaḥḥir, yaḥḥir, faḥḥir, qarīb, qalīl

(c) litiḥabīl, litiḥimār, litiḥmāl, litiḥkār, litiḥil

(d) taḥḥim, taḥḥa, taḥḥim

(e) maḥḥal, maḥḥaf, maḥḥaḥal, maḥḥaḥ, maḥḥab

(f) maḥḥatib, maḥḥarir, maḥḥarir, maḥḥarik

Exercise 3 (a) مدرسة madrasa, left; (b) مستشفى mustashfa, right;

(c) مطار maḥār, right; (d) سوق suq, left.

Exercise 4 (i) bīlāl (b) ḥasanayn (c) ḥabīb (e) sulaymān (c) shams

(d) mīnā.

(g) زيدان zaidān goes before (e), (h) أبريكر abrikr goes first, and (j) نوري nuri goes last.

Tests

1 Read aloud and translate.

مسؤول (a)	مطار (b)	صناعة (c)
أخبار (d)	إدارة (e)	وزارة (f)
أور (g)	شركة (h)	احتجاج (i)
مستشفى (j)	مثلاً (k)	سوق (l)

2 Rewrite the word, filling in the missing letter. Read your answer aloud.

...فوز (a)	ص...تب (b)	م...لم (c)
	أهـ...أني (d)	ن...ميس (e)

3 You certainly know these international brand names. Read them aloud.

مويبل (a)	آي بي إم (b)	كوداك (c)
	بيجو* (d)	ميشلين (e)

* (a) difficult. Every single letter in this French name is at best an approximation.

Review

We have now completed the alphabet and the various signs commonly used in writing.

If you are in an Arab country while working through this book, you should already be able to make sense of some of the words shown on signs and notices around you.

In this unit you will learn

- how to make words *dual* (two of a kind) and *plural* (more than two of a kind),
- how to read and write figures

Word Forms

1 Dual

You will occasionally see the ending **ين** -*ayn* or **ان** -*ān* added to a word. This is the so-called 'dual' ending, and it means 'two'. English uses a number for 'two'; Arabic uses an ending.

A final **ا** on the original word changes to **ث**, and a final **ي** (ألف موقرة, see Unit 6 paragraph 4) changes to **ي**, before the dual ending is added.

The relative ending **ي** together with the dual ending becomes **ين** -*ayn* or **ان** -*ān*. *Read and write:*

مدیران مدیرین	modirān	مدیرین مدیرین	modirayn
مکتبان مکتبین	maktabān	مکتبین مکتبین	maktabayn
وزاران وزارتین	wizāratān	وزارتین وزارتین	wizāratayn
شرکتان شرکتین	sharikātān	شرکتین شرکتین	sharikatayn
لبنانیان لبنانیین	lubnāniyān	لبنانیین لبنانیین	lubnāniyayn
مستشفيات	mustaḥfiyāt	مستشفيات	mustaḥfiyayn
مستشفيات	mustaḥfiyāt	مستشفيات	mustaḥfiyayn

two directors, two offices, two ministries, two companies, two hospitals (ex.) two hospitals

two endings are not interchangeable. You will find the **ين** -*ayn* ones (the first one shown) much more common, and you should use it in preference when in doubt. We will have some guidelines later.

dual ending is always stressed: -*ayn/ān*

2 Plural endings

Remember that whereas for English 'plural' means 'more than one', for Arabic it means 'more than two'.

There are two endings we can add to words to make them plural (pl.).

The commonest plural ending you will meet is **ات**... This is known as the *feminine plural ending*.

This is added to almost all nouns ending in **ة**, whatever their meaning (the **ة** is dropped before the plural ending is added), and to many nouns denoting things, places or ideas, whatever their ending.

It is also added to the very few nouns ending in **ى**, which of course changes to **ي** before the plural ending is added. *Read and write:*

انتخابات	انتخابات	انتخابات
intikhabāt	intikhabāt	intikhabāt
شركات	شركة	شركة
sharikāt	sharikah	sharikah
معلمات	معلمة	معلمة
mu'allimat	mu'allima	mu'allima
مستشفى	مستشفى	مستشفى
mustashfa	mustashfa	mustashfa
مستشفيات	مستشفيات	مستشفيات
mustashfat	mustashfat	mustashfat

election(s), company(-ies), teacher(s) (f.), hospital(s)

The second commonest plural ending is **ين**...-in, with its rarer variant **ون**...-un.

This ending is added only to a few words denoting male persons. It is known as the *masculine plural ending*.

The relative ending **ي** together with this plural ending becomes **يين**...-iyn (less commonly, **يون**...-iyn). *Read and write:*

معلمين	معلمين	معلمين
mu'allimīn	mu'allimīn	mu'allimīn
ممثلون	ممثلين	ممثلين
mu'maththilūn	mu'maththilīn	mu'maththilīn
مفتشون	مفتشين	مفتشين
muftashshūn	muftashshīn	muftashshīn
إيطاليون	إيطاليين	إيطاليين
īṭṭaliyyūn	īṭṭaliyyīn	īṭṭaliyyīn

teacher(s), representative(s), inspector(s), Italian(s) - all masculine.

as with the dual, so the two masculine plural endings are not interchangeable. The *muḥim*...-*him* series is much more common, and you should use it for preference when in doubt. We will have some guidelines later.

The masculine plural ending is always stressed *muḥim-him*.

3 Irregular plurals

Very many words make their plurals not by adding an ending, but by changing their internal shape. We have this phenomenon with a few English words, consider the singular 'man' with its plural 'men', or 'mouse' and 'mice'. Irregular plural patterns are very common in Arabic; many such patterns exist, and, unfortunately for us, we can give no rules. An irregular plural form has to be learned together with its singular.

A few important patterns are listed below, with a model word for each pattern.

It looks a formidable list. Don't try to learn it; simply take note that such patterns exist, and use the list for reference. The important thing is that when you meet an unfamiliar irregular plural, you check whether you know a singular noun with the same consonants in the same order. If you do, there is a good chance that you have broken the code and identified the meaning. Using a foreign language often involves astute detective work and intelligent guessing.

Read and write the examples.

irregular plural	singular
(a) model <i>akḥbar</i>	
أخبار <i>akḥbar</i>	خبر <i>khbar</i> news
أنباء <i>anbā'</i>	نبأ <i>nabā'</i> item
أسعار <i>asṣār</i>	سعر <i>ṣayr</i> price
أخطار <i>aḥṭār</i>	خطر <i>khṭar</i> danger
أشياء <i>aṣṭyā'</i>	شيء <i>shay'</i> thing
أفلام <i>aflām</i>	فلم <i>film</i> film

(b) model bayāt

بيوت بيروت	bayūt	بيت بيتة	bayt house
خطوط خطوط	khawāṭṭ	خط خطا	khawāṭṭ line
بنوك بنوك	banāk	بنك بنكة	bank bank
هنود هنود	hind	هندي هندي	hind indian

(c) model madāris.

مدارس مدارس	madāris	مدرسة مدرسة	madrasa school
مشاكل مشاكل	maḥkāl	مشكلة مشكلة	maḥkālā problem
مكاتب مكاتب	makātib	مكتب مكتب	maktab office
مخارج مخارج	maḥārij	مخرج مخرج	maḥraj exit
مداخل مداخل	madākhil	مدخل مدخل	madkhāl entrance

(d) model asābīḥ

أسابيع أسابيع	asābīḥ	أسبوع أسبوع	asbūʿ week
مفاتيح مفاتيح	maḥātib	مفتاح مفتاح	maftāḥ key

(e) model mudarrīʾ

مدراء مدراء	mudarrāʾ	مدير مدير	muḍir director
وزراء وزراء	wuzarāʾ	وزير وزير	wazīr minister

(f) model ʿarab

عرب عرب	ʿarab	عربي عربي	ʿarabi Arab, Arabic Arabize
إنجليزية إنجليزية	ingilīz	إنجليزي إنجليزي	ingilīzī English, British
يهود يهود	yahūd	يهودي يهودي	yahūdī Jew(ish)

and many other patterns

Some words have alternative plurals, one with an ending, one irregular, or even two irregular forms. Sometimes the alternatives have different meanings. An example is **تقرير** *taqrir* report, decision, plural: **تقارير** *taqrirāt* reports, **تقريرات** *taqrirāt* decisions.

Another important word with alternative plural forms is **أميركي** *amayrīkī* American, plurals **أمريكيون** *amayrīkiyūn* / **أمريكان** *amayrīkān*.

Three final things to note about plural and dual forms

- All the duals and plurals can be made definite with the article, as usual **المدرسة، المعلمين، الشركات، المديرين**
- When a noun has a regular plural, we add the masculine ending (ـون) to a noun denoting a male person, or to show mixed company, male and female, we add the feminine regular ending (ـات) to a noun denoting a female person, and to a noun denoting anything other than a person.
- The -ayn ending (ال) and the -in ending (ين) are both written **ين**. There can be confusion. There is a means of marking the difference, but you never see it in use. In general, read -in if in doubt.

In the rest of this book, irregular plurals of new words will be given with the singular, so: **بيت بيت** *bayt bayt*. Where no plural is marked, it is singular, i.e. is formed with an ending, as shown above.

Exercise 1 Here are some plants. Give the singular form of the word

(a) **ملفأء** (b) **سيارات** (c) **تلفونات** (d) **مفتشين** (e) **خطوط**

Exercise 2 Put the words together in singular/plural pairs:

بنائات، مدير، مفتش، بنائة، وزراء، وزارات، شركات، بيوت، مدرأء، مفتشين، وزير، معلمة، وزارة، شركة، معلّات، بيت.

Exercise 3 Make the relative form, in the feminine:

(a) **أميركا** * (b) **وطن** (c) **باكستان** * (d) **إسرائيل** * (e) **العراق**

* New foreign words. Easy, if you say them aloud

Exercise 4 (a), (b) and (c) below are signs and notices which we have read before. Can you fill in the missing captions? Having done that, read, pronounce and translate the new sign, (d).



Exercise 5 Look back at Unit 6, Exercise 2. Read these new words, following the model given.

(a) **كُتِبَ** *kutib* written. Read **زَوَّار** *zawwar*, **عَمَّال** *ammal* workmen, **نَوَّاب** *nawwab* deputies.

(b) **مَكْتُوب** *maktab* written. Read **مَنْع** *man'ah* prohibited, **مَطْبُوع** *matbu'ah* printed, **مَعْرُوف** *ma'ruuf* known, **مَكْتُم** *mak-tum* confidential.

(c) **مَدْرَسَة** *madrasa* school. Read **مَكْتَب** *maktab* library/bookshop, **مَحْكَمَة** *mahkama* law-court.

(d) **سِيَّاحَة** *siyah* tourism. Read **نَجَّارَة** *najjarah* carpentry, **سَبَّاحَة** *sabbah* plumbing, **خَبَّاطَة** *khabbat* sewing.

The answers to these exercises follow paragraph 4 below.

Figures

4 Figures are written as follows. Most important, they are written from left to right, like European figures. Write the handwritten forms shown below the printed forms.

→→→

1	١	١	١
	١	١	١
3	٣	٣	٣
	٤١٢	٤١٢	٤١٢
5	٥	٥	٥
	٥	٥	٥
2	٢	٢	٢
	٢	٢	٢
4	٤	٤	٤
	٤	٤	٤
6	٦	٦	٦
	٦	٦	٦

7	٧	٧	٧
	٧	٧	٧
8	٨	٨	٨
	٨	٨	٨

Be careful with handwritten figures ٧ (7) and ٧ or ٧ (٧). Many people write ٧ for extra clarity. It is not wrong to copy the printed forms in handwriting if you prefer, though some Arabs may read your ٧ as a handwritten ٧.

Don't confuse ٥ (5) with ٠ (0).

When figures occur with letters or symbols, they should be read like this: ٥٩٨ as 598 B; ٧٦٤ as 64٦. Reading in both directions needs a little practice.

In Morocco, Algeria, Tunisia and Libya the European figures are used.

There is more about numbers, including how they are pronounced, in Unit 13.

Exercise 6 Write in Arabic figures.

- (a) 2487 (b) 503 (c) 1999 (d) 1420 (e) 2006

Exercise 7 Write in European figures.

- ٤٠٥ (c) ١٠٠٠ (d) ٧٠٥٧ (c) ١١٧ (b) ٤٧٨٥ (a)

Exercise 8 Copy in Arabic figures and letters these car number-plates in handwriting. Then put them into European figures and letters.



(a)



(b)



(c)

The answers to these exercises are on the next page.

Answers to Exercises

Exercise 1 (a) مدير (b) سيارة (c) تلفون (d) مفتش (e) خط

Exercise 2

بنابة، بنابات؛ مدير، مدراء؛ مفتش، مفتشين؛ وزير، وزراء؛
وزارة، وزارات؛ شركة، شركات؛ بيت، بيوت؛ معاملة، معاملات.

Exercise 3 (a) أميركية (b) وطنية (c) باكستانية (d) إسرائيلية

(e) عراقية

Exercise 4 (a) مخبر (b) قهمل (c) خطر (d) خط STOP

Exercise 5 (a) nawwā, ḥammāl, nawwāl

(b) mamūd, maḥūd, maḥūd, maḥūd

(c) maktaba, maktaba

(d) aljāra, aljāra, aljāra

Exercise 6 (a) ٢٤٨٧ (b) ٥ - ٣ (c) ١٩٩٩ (d) ١٤٢٠

(e) ٢٠٠٦

Exercise 7 (a) 4385 (b) 162 (c) 2057 (d) 1000 (e) 405

Exercise 8 (a) ٤٨٩٤٤ 48923 5 (b) ٤٨٩٧٦-٤٨ 48376-45

(c) ٧٩-٢٤٤٧ 79 6327

Tests

1 Read aloud and translate

(a) العراق	(b) القاهرة	(c) شركة
(d) ممكن	(e) زيارة	(f) إداري
(g) مكثين	(h) السوريين	(i) محكمة
(k) أجني	(m) مدارس	(n) الانتخابات

2 Arrange these irregular plurals into groups, each group with its model (which is included to help you). Don't worry about the words you don't know, it is the pattern which counts.

مشاكل، أسابيع، خطوط، طرود، مطاعم، أرقام، عواصم،
أموال، وزراء، بيوت، مبالغ، مدراء، أختار، محاكم، أساليب،
وكلاء، أفكار، مدارس، بنوك.

- 3 Make the masculine plural relative, in the indefinite form (e.g. *البناتين*), from each word:

(c) مصر

(b) إيران

(a) سوريا

(e) الكويت

(d) العراق

**(e)* unfair - we haven't done this proper name. But it is familiar and you can handle it. Just follow the rules.

- 4 Make these words plural. They all follow the feminine regular pattern.

(c) مستشفى

(b) السفارة

(a) النهاية

(f) معلمة

(e) أوتيل

(d) كمبيوتر

(j) شركة

(h) منظمة

(g) المطار

(n) انتخاب

(m) الزهرة

(k) إمكانية

Review

We have learned the dual and the plural, regular and irregular. Don't be discouraged by the variety of irregular plurals. Arabs often have similar difficulty. The commonest patterns become more familiar with practice.

Next we learn some of the word-patterns which characterise Arabic and which help us to find our way around a language whose words are very different from our own.

8

In this unit you will learn

- three important forms derived from verbs,
- something about other writing styles.

Verbal Forms

1 Participles

Think of English words like 'writer', 'writing', 'writes'. The first one names a person *doing* an action, the second describes such a person. The third describes a thing *suffering* an action.

All three are derived from a verb (in this case to *write*), but they are not verbs themselves. They are either *nouns* or *adjectives* (look back to Unit 4, paragraph 4 if you are unsure of these terms).

Arabic has such words too, and they are **numerous and useful**. We call them **participles**. The ones referring to a *person* or *thing doing* an action (*writer*, *writing* in English) are called **active participles**. The ones referring to a *person* or *thing suffering* an action (*written* in English) are called **passive participles**.

Both active and passive varieties can be used **either** as nouns or as adjectives, as long as the words make sense.

Arabic participles have recognisable patterns, fortunately not too many to learn. Here are the main ones, grouped according to a model, with examples, which you will find useful. Obviously, a verb has both active and passive participles only where both would make sense or be useful. For most verbs, only one of the two is in common use. The columns shown below (active on the left, passive on the right) reflect this fact.

Approach this list in the same way as you did the irregular plural patterns listed in Unit 7. What is familiar will stick in your memory straight away, giving you the pattern. Practice, and ingenuity, will help you to apply the pattern more widely.

Read and write (there is, alas, no room to show the handwriting here).

Active Participle ('doing')	Passive Participle ('suffering')
(a) model kātib (active), maktūb (passive):	
كاتب kātib clerk writer, clerk	مكتوب maktūb written
سائق sā'iq driver	
عامل عمال ʿāmil ʿummal workman	
لازم lāzim necessary	
حاضر hāḍir present, ready	
	مفتوح maftūḥ open(ed)
	ممنوع ma'mnūʿ prohibited
	مشفول maṣṣūl bury ('buried')
	معلومات maʿlūmāt (<i>'things known'</i>) information
	مطلوب maṭlūb reserved
(b) model mumaththil (active), mu'maththil (passive):	
مثلي mumaththil representative	مثلي mu'maththil represented
مفتش mufatṭiḥ inspector	
معلم muʿallim teacher	
مدرس mudarris instructor	
مقرر muqarrar reporter	مقرر muqarrar decided
(c) model musāʿid (active, no common passive):	
مساعد musāʿid assistant	
مسافر musāfir traveller	
محامي muhāmmī lawyer	
محاسب muhāsib accountant	
مناسب munāsib appropriate	
(d) model musail (active), musail (passive):	
مرسل musail sender	مرسل musail sent
مُعطي muʿṭī donor	
مفيد muʿfīd useful	
مهم muḥimm important	

(e) model *mustahab* h (active), *mustahab* h (passive)

منتخب *mustahab* elected

منتخب *mustahab* elected

مشارك *musharik* participator

مشارك *musharak* joint

متحد *muttahi* united

common

منتظر *muttazir* waiting for

منتظر *muttazir* awaited

(f) model *mustahdim* (active), *mustahdim* (passive)

مستخدم *mustahdim* employer

مستخدم *mustahdim* employed

مستقبل *mustaqbil*

(radio, TV) receiver

مستقبل *mustaqbil* future

مستعد لـ *musta'add li-* ready for

You can see that

- a few active participles of model (a) have an irregular plural, in the masculine form, almost all other participles (passive of model (a), and active and passive of models (b) to (f)) having regular plurals.
- in models (b) to (f), the only difference in form between the active and passive form is in the last vowel -i- for the active, -u- for the passive. Unfortunately, everyday Arabic writing does not show this important difference. There is a way of marking it, but this is seldom used outside school textbooks. We have to be guided by the context.

The participle can be made feminine and/or plural, as usual:

معلمة *mu'allima* teacher (f.) سائقين *sa'iqin* drivers

Exercise 1 Read aloud the participles listed after each model

(a) model *كاتب* *kاتب* arriving, *طالب* *student*, *كامل* *complete*,
عارف *knowing*

(c) model *مساعد* *conservative*, *مقابل* *facing*

(f) model *مستخدم* *user*, *مستأجر* *tenant*, *مستثمر* *investor*

What is the last vowel in all these participles? How do you know?

Exercise 2 Read aloud these passive participles

مكسور *broken*, *مستنكر* *rejected*, *مسلح* *armed*, *مقترح* *proposed*

The answers to these exercises follow paragraph 4 below

Verbal Nouns

2. Think of the English word 'inspection'. It comes from a verb ('to inspect') but is itself a noun. It denotes the activity of the verb. Arabic has countless nouns of this kind; we call them **verbal nouns**. We know the verbal noun *inspection* in Arabic, from Unit 6: it is **تفتيش** *taftīsh*.

Verbal nouns are important in Arabic. We meet them constantly in sources etc. The ones corresponding to the group (a) participles (model **كاتب** *kātib*) are irregular in form, but groups (b) to (f), corresponding to the participle groups (b) to (f), are regular, following known models in the same way as do the participles.

The following list is *not* intended for learning outright. Treat it mainly as reference material; some of it is familiar already. *Read and write:*

all irregular (several patterns are found; the words are best learned simply as nouns)

كتابة	كتابه	kātibah (the act of) writing
وصول	وصول	waṣūl arrival
عمل أعمال	عمل أعمال	ʿamal aʿmāl work

(b) model *taftīsh*

تفتيش	تفتيش	taftīsh inspection
تعليم	تعليم	taʿlīm nation, education
تنظيم	تنظيم	tanẓīm (act of) organisation
تقرير	تقرير	taqrīr report, decision

(c) model *muṣṭafada*

مساعدة	مساعدة	muṣṭafada help
محاسبات	محاسبات	muḥāsibāt (pl.) accounts
مغادرة	مغادرة	mughāḍara departure

(d) model *irṣāl*إرسال *irṣāl* dispatchإدارة *idāra* administrationاضراب *ṭarāb* strike(e) model *intihāb*انتخاب *intihāb* electionاشتراك *shitrāk* participationانتظار *intipar* wait(ing)(f) model *intihāṭim*استخدام *intihāṭim* employment, recruitmentاستقبال *intiqbāl* receptionThese nouns can of course form relatives (Unit 4) by adding *si*.*Read and write:*تعليمي *tallīmī* educational, moral
الاشتراكيين *al-shitrākīyīn* the socialists**Abstract Nouns**3 You will also find *abstract nouns* (i.e. nouns denoting a quality or state) ending in *ة*...-iya. These are in fact feminine relatives, but used only as nouns. *Read and write*, and remember if you can, such useful abstracts as:الاشتراكية *al-shitrākīya* socialismالديمقراطية *ad-dīmuqrāṭīya* democracy**Other Written Styles**

4 Just as in our alphabet, so in the Arabic alphabet there are various styles or typefaces in use. Here are all the letter families, first in the style

used in this book, first in a newspapers style, then in typewriting, then in two decorative styles used on buildings and monuments

أحبب جمع درسم صص ط مع ع فف ق كك لل مم نن ههه ه و يي ي
 أحبب جمع درسم صص ط مع ع فف ق كك لل مم نن ههه ه و يي ي
 أحبب جمع درسم صص ط مع ع فف ق كك لل مم نن ههه ه و يي ي
 أحبب جمع درسم صص ط مع ع فف ق كك لل مم نن ههه ه و يي ي
 أحبب جمع درسم صص ط مع ع فف ق كك لل مم نن ههه ه و يي ي
 أحبب جمع درسم صص ط مع ع فف ق كك لل مم نن ههه ه و يي ي
 theory Arabs use a handwriting style with abbreviated shapes for certain named letters standing at the end of a word or alone. Reading this kind of handwriting is much easier if we know these shapes. Here are the important ones.

ش سر ض هه ن و ن ر

Exercise 3 Read aloud these verbal nouns

تجديد *renewal*, استقلال *independence*, تعليم *instruction*,
 اجتماع *meeting*, إصلاح *reform*, تمويل *financing*, مناسبة *occasion*,
 انتقال *transfer*

The answers to this exercise are immediately below

Answers to Exercises

Exercise 1 (a) wārid, ḥālib, kāmil, ḥārif

(c) muḥāfiḥ, maqābil

(f) mustaḥsil, musta'jir, mustaḥsir

The last vowel is i, since from their meaning the participles are active

Exercise 2 maksūr, mustankar, musallab, muqtarab

Exercise 3 tajdid, istiqlāl, taḍrīs, tujmīn, iṭlāq, tamwīl, muṣāshaha,
 inṣiqāl

Tests

1. These are words which we have not studied. Pronounce each one and identify it either as a masculine active participle or a verbal noun. Don't worry about the meaning; it is the form that counts:

مراسل (a)	راكب (b)	تقديم (d)
شامل (f)	مستعلم (e)	إنذار (d)
مدرس (g)	سامع (h)	افتتاح (g)
		استثمار (k)

2. Write:

(a) <i>mundahh</i>	(b) <i>intilāh</i> (a)	(c) <i>muqarrirūn</i>
(d) <i>ṣammāl</i>	(e) <i>tanẓīm</i>	

3. Here are five active participles. Give the corresponding verbal nouns. Read aloud and translate the participles and verbal nouns.

مرسل (c)	مشارك (b)	مفتش (a)
	مستقبل (e)	مساعد (d)

4. Read aloud:

مدرسة للبنات (b)	الانتخاب (a)
إيراسم (d)	مصر والعراق (c)
	القاهرة (e)

Review

Participles and verbal nouns are forms which you will use in abundance on signs and the like. Being able to identify such words will help you to pronounce correctly, and to write down for future use, many new ones which you will meet. Working out their meaning will also be easier.

We have finished our study of separate words. We now move on to expressions ('structures') containing two or more words, very many of these words being like the ones you have just studied.

In this unit you will learn

- more about masculine and feminine nouns,
- the first basic structure, linking a noun and an adjective,
- the possessive

New Words: المواصلات al-mawāṣilāt Communications

Essential Vocabulary

أجنبي أجنبي	ajnabi ajnabi foreign	راديو	rāḍiō radio
إصدار	iṣṭār issue, issuing	رسالة	riṣāla letter
إعلان	iʿlān announcement notice, advertisement	رسمي	raṣmī official
		شخصي	shakṣī personal
بلد بلد	bilād bulādā country	صورة صور	ṣūra ṣura picture, photograph
تجارة	tijāra trade		
تلفزيون	tilivīziyān television	طويل طويل	ṭawīl ṭawīl long
جديد	jadīd jadīd new	علاقات	ʿalāqāt relations
جميل	jawwīl jawwīl beautiful	قصير قصير	qasīr qasīr short
حكومة	hukūma government	ممتاز	maṣmūṭ excellent

Reference Vocabulary

بريد	barīd mail	لغة	luḡa language
تقديم	taqḍīm presentation	مجاهد	mujaḥhid hardworking
جوي	jawwī air (adjective)	مجلة	majalla magazine
حديث حديث	ḥadīth ḥadīth modern	محلي	maḥallī local
خطاب	khṭāb khṭābā speech	مراسل	marāsil correspondent
زميل زملا	zawīl zawālā colleague (m.)	معرض	maʿrīḍ maʿrīḍ exhibition
صحافة	ṣiḥfa press	مقالة	maqāla (poem) article
صحفي	ṣiḥfī journalist	ملون	mulawwan coloured
صحيفة	ṣaḥīfa paṭṭ newspaper	مندوب	mandūb delegate
قراءة	qirāʾa (act of) reading	مؤتمر	muʿtamar conference
		نص نص	nayṣ naṭṣ text

* If you take to speaking your Arabic (and why not!) use the popular spoken word for 'newspaper', *جريدة* *jarida jarid'a*. The word *صحيفة* is used only in writing.

Basic Structures, 1: The Description

2 Write these two words.

إعلان *iflān* announcement

هام *hām* important

إعلان is a noun. هام is an adjective. (Look back to Unit 4, paragraph 4 for these terms, if you need to.) Now write the two words together, noun first. We get the expression

إعلان هام *iflān hām* an important announcement

This type of expression is our first basic structure, which we can call a description. It is very common, and in any Arab town you will see examples all around you as advertisements, notices and the like.

You will remember that Arabic has no word for *a* or *an*. Note also that, in contrast to the English, the Arabic adjective follows the noun.

Now read and write a few more descriptions (remember that relatives - Unit 4 - can be used as adjectives)

كاتب لبناني *katib libnānī* a Lebanese writer

خطاب طويل *ḫaṭāb ṭawīl* a long speech

مقرّر مشغول *muqarrar mashghul* a busy reporter

إعلان عام *iflān ʿām* a public notice

صحفي مصري *shahfī mīṣrī* an Egyptian journalist

Now read and write an Egyptian (woman) journalist. Watch what happens to the adjective:

صحفية مصرية *shahfīya miṣrīya* an Egyptian journalist

The adjective assumes the feminine form too; it is said to agree with the feminine noun. Read and write an Egyptian newspaper:

صحيفة عربية صحفية (gahifa)

In English, we generally apply the concept of masculine or feminine only to nouns denoting people or higher animals (one possible exception being *she* for a ship or a boat), we regard other nouns as *it* or *neuter*. Arabic has no neuter; all nouns, including those for things, places and ideas, are either masculine or feminine (صحيفة, shown above, is feminine). For our purposes, the rules for Arabic nouns are simple:

- nouns for male people and male animals are masculine, nouns for female people and female animals are feminine.
- nouns ending in *ī* denoting things, places and ideas are feminine; nouns (with any ending) denoting towns, and most countries, are also feminine. Other nouns for things, places and ideas are masculine.

(There is a handful of exceptions none important enough to concern us.)

With this in mind, *read and write* this script of feminine descriptions.

صحيفة مشغولة صحفية مشغولة a busy newswoman

رسالة رسمية رسالة رسمية rishla rasmiya an official letter

صورة جميلة صورة جميلة sūra jamila a beautiful picture

صحيفة عربية صحيفة عربية an Arabic newspaper

All the examples given so far have been indefinite. How do we make a definite description? Given that we make the adjective agree with the noun in gender (m. or f.), it is logical that we make it agree in *definiteness* too, i.e. indefinite adjective for an indefinite noun, definite adjective for a definite noun. We do just that. *Read and write*:

الكاتب اللبناني الكاتب اللبناني the Lebanese writer (m.)

المقرّر المشغول المقرّر المشغول the busy reporter (m.)

النص الطويل النص الطويل (an-nass) the long text (m.)

الصحافة الغربية الصحافة الغربية as-sihifa l-gharbiya*
the western press (f.)

الرسالة الطويلة *ar-rasala l-tawila**
the long letter (f.)
المجلة الجديدة *al-majalla l-jadida**
the new magazine (f.)

We apply to adjectives the same rules for adding the article **الـ** (assimilation to sun letters etc., Units 2 and 3) as for nouns:

* Remember that the 'weak' **ا-** of the article is dropped after a vowel. It is easiest to pronounce the vowelless article as part of the preceding word. *as-sihafa l-gharbiya* (etc.)

A proper name (*Egypt, Ahmad*) is always definite, even if it has no article. So a description with a proper name has a definite adjective, just like *Alexander the Great* or *Nata the Terrible* in English. Read and write:

مصر الحديثة مصر الحديث *(al-haditha) modern Egypt (f.)*

Exercise 1 Make as many meaningful descriptions as possible, using a noun from list (a) and an adjective (making it agree) from list (b). Read and translate your descriptions.

(a) الإعلان، صحيفة، بلاد، الصورة، رسالة
(b) هام، مفيد، شخصي، طويل، محلي، جميل

Exercise 2 Read and translate these newspaper headings. Which descriptions are masculine, and which feminine? Definite or indefinite?



The answers to these exercises follow paragraph 3 below

3. So far all the descriptions have been singular. Descriptions can also be dual (though by their nature these are rare). The adjective agrees, forming its dual in the same manner as the noun. The description can be indefinite or definite. *Read and write:*

مقردين غربيين مقررين غربيين	} two western reporters (m.)
مقردان غربيان مقرران غربيان	
الرسالتين الرسميتين الرسميتين	ar-risālatayn
	ar-rasmīyatayn (both (the) official letters (f.))
(also الرسالتان الرسميتان)	ar-risālatān ar-rasmīyatān

4. As you would expect, plural descriptions, both indefinite and definite, also exist. They occur very frequently.

In a plural description, the noun forms its plural in one of the three ways we have studied in Unit 7 (feminine regular, masculine regular, and the singular forms).

But the adjective forms its plural in one of these three ways *only* when it describes people. We call this the **animate plural form**.

When the adjective describes any other plural noun (animals, things, places, ideas) it always has the same form as the *feminine singular*, irrespective of whether the noun is masculine or feminine. We call this the **inanimate plural form**.

This is a most important rule, and you will see it in action countless times.

Inanimate Plural Rule: An adjective describing a plural noun which denotes anything other than people is put into the inanimate plural form, which is always the same as the feminine singular.

Read and write these plural descriptions; note the form of the adjective in each case (an. = animate, man. = inanimate).

زملاء ممتازين/ون زملاء ممتازين (an.)	zumalā' mu'māzīn (-in)
زميلات ممتازات زميلات ممتازات	zumilāt mu'māzāt
	excellent colleagues (f. an pl.)

اقتراحات ممتازة	iqtirāḥāt munazzā	excellent proposals (un. pl.)
مقالات ممتازة	maqālāt munazzā	excellent articles (un. pl.)

Remember that the choice between animate pl. and inanimate pl. (= f. sing.) forms arises only for the adjective, not the noun. And then only for the plural, not the singular or the dual.

Here are more plural descriptions, of various kinds, including a mixture of definite and indefinite (but remember that, since Arabic uses the article for any noun used to cover a whole category in general, you may not always want to express the article in English). Spot the animate plural and inanimate plural adjectives too. Read and write:

بلدان غربية	bulādīn ǧarbiyya	western countries
صور ملونة	ṣuwar mulawwana	coloured photographs
ممثلين أجانب	muṭallīn aǧnabīn	foreign representatives
الصحف الأجنبية	as-ṣuḥuf al-aǧnabiyya	(the) foreign newspapers
الكمبيوترات اليابانية	al-kumputrāt al-yabāniyya	(the) Japanese computers
مندوبين يابانيين	mandūbīn yabāniyyīn	Japanese delegates
إعلانات حكومية	iʿlānāt ḥukūmiyya	government announcements
زميلات مجتهديات	zamiḥāt muǧtahidāt	hard-working colleagues

Possessive

5 In English the so-called *possessive* (more correctly, *possessive adjective*) is a word: my, your, his, her, its, our, your, their. In Arabic it is an ending added to the word denoting what is possessed. Write colleague in Arabic, indefinite masculine form.

زميل زميل

Now add the ending **سي** *si* and you get *my colleague (m)*:

زميلي زميلي *zami*

A final **ت** on the possessed noun changes to **ن** (since **ت** can stand only at the end of a word) before the possessive ending is added. Write *my car*:

سيارتي سيارتي *sayyāraṭi*

Here are the possessive endings for all the persons we need, including *us* which we have just studied.

سي .. <i>si</i> my	نا .. <i>na</i> our
لك .. <i>lak</i> your (m)	لكم .. <i>lakum</i> your (pl.)
لك .. <i>lak</i> your (f)	
نا .. <i>na</i> , <i>hu</i> <i>hu</i> , <i>na</i> (m)	هنهم .. <i>hun</i> <i>their</i> (animate pl.)
ها .. <i>ha</i> <i>her</i> , <i>na</i> (f), <i>their</i> (inanimate pl.)	

These are all added to the indefinite noun in the same way as **سي** *si*. Read and write:

تقرير	تقرير	<i>taqārīr</i> my report
مشكلتي	مشكلتي	<i>muṣṭakalātī</i> my problem
اقتراحك	اقتراحك	<i>aqṭirāḥak</i> , <i>ik</i> your proposal
لجنتك	لجنتك	<i>laḡnatāk</i> , <i>ik</i> your committee
مكتبه	مكتبه	<i>maktabu</i> his office
صورته	صورته	<i>ṣūratu</i> <i>hu</i> , <i>na</i> picture
اسمها	اسمها	<i>ismū</i> <i>her</i> , <i>na</i> <i>their</i> (inan.) name
احتجاجنا	احتجاجنا	<i>ihṭijājna</i> our objection
مجلتنا	مجلتنا	<i>maḡalātana</i> our magazine
وصولكم	وصولكم	<i>wuṣūlukum</i> your (pl.) arrival

زيارتكم ziyāratukum your (pl.) visit
إعلاناتهم iʿlānahum their advertisement
طائراتهم ṭaʾīrāthum their aeroplane

Certain things need explaining:

- The possessive you shows above has three forms: one used when the 'possessor' is a male person, one used when the possessor is a female person, and one used when the possessors constitute a group.
- We use the possessive -u or -hu when the possessor would be expressed with a masculine noun; we have to translate with *his* or *its* as appropriate.
- We use the possessive -ha when the possessor would be expressed with a feminine noun, or a plural noun not denoting people (this is the masculine plural again); we have to translate with *her*, *its* or *their* as appropriate.
- We use the possessive -hum their only when the possessors are people, i.e. animate.
- No dual? Yes, there are dual possessives (*u* of you both, of them both), but they are so rarely used that we need not learn them, and they have been left out of this table.

When a noun has a possessive ending attached, it logically becomes definite. So any accompanying adjective has the article. Read and write:

مكتبتي الجديد maktabtī-l-jadīd
my new office
لزيارتك الرسمية li-ziyāratik ar-rasmīya
for your official visit
منظمة السفيرة munazzamat al-saʿfīra
his small organisation
إنتاجهم الصناعي intāḡhum as-sāʿī
their industrial production

We can also add these possessives to a noun with the regular plural noun ending -ات..., or to an irregular plural. Read and write:

معلوماتهم المفيدة *maḥammātūhum al-mufīda*
 their useful information
 مشاكلنا الفنية *maḥāṣilna l-faṣiyya*
 our technical problems

Adding a possessive to a noun with the dual ending, or with the regular plurals -*ayn*, -*ayn*, involves various changes which are frankly not worth our trouble, since these forms are very rarely found with possessives. We can ignore them.

Exercise 3 Who placed advertisement (a)? And what is the firm which placed advertisement (b) looking for? (Read only the log print!).



Exercise 4 Read and translate the following descriptions:

- (a) صور ملونة *ṣuwar mawṇa* (b) للمقررين الأحانب *l-muqarrirīn al-aḥānab*
 (c) متعلمنا الفنية *mutallimna l-faṣiyya* (d) الصحافة المحلية والوطنية *al-ṣaḥāfa l-mahalliyya wa-l-waṭniyya*
 (e) مكتبك الجديد *maktabak al-jadīd*

The answers to these exercises are given immediately below

Answers to Exercises

Exercise 1

الإعلان الهامة المفيدة الشخصية الطويلة الجميل *al-iʿlān al-hāma l-mufīda al-shaṣṣiyya l-tawīla al-jamīl*
al-iʿlān, al-mufīd, al-shaṣṣiyya, al-tawīl, al-mahallī, al-jamīl
 the important, useful, personal long, local, beautiful announcement/
 advertisement

مهمة مفيدة محلية *ḥāma l-mufīda l-mahallīyya*
 an important, a useful, local newspaper

بلد هام جميل *bilād ḥāma, jamīl* an important a beautiful country

الصورة الهامة المفيدة الشخصية *al-ṣūra l-hāma l-mufīda al-shaṣṣiyya*
al-ṣūra, al-shaṣṣiyya, l-jamīl the important, useful, personal
 picture, beautiful photograph

رسالة هامة/مفيدة/شخصية/طويلة/جميلة
 ruslā hāmma, mufida, shakhsīya, jawlā, jamila an important, a useful, private, long, beautiful letter

Exercise 2 (a) 1988a hukumi Governmental Announcement/Notice, indefinite masculine

(b) al-tijāra l-waṭani ('The') National Trade, definite feminine

(c) ḥallīya l-jamila Beautiful Italy ('Italy the Beautiful'), definite feminine

(d) intikhab hāmm an important election indefinite masculine

Exercise 3 (a) al-ḥawāṣi al-jawwiya l-waṭaniya ('The') National Airlines ('Air Lines')

(b) munasabbihūna fannīya Technical Representatives

Exercise 4 (a) suwar mulawwana coloured pictures/photographs

(b) li-ḥuqarirīn al-ʿajlāb for ('the') foreign reporters

(c) munasabbihūna l-fannīya our technical organisation

(d) as-sūḥūf l-mahallīya wa l-waṭaniya the local and national press

(e) maktabak al-ḥadīd your new office

Tests

1 Read aloud and translate.

- | | |
|------------------------|-----------------------|
| (b) احتجاجاتهم الطويلة | (a) صحافتنا الأسبوعية |
| (d) صحف عربية | (c) الزملاء الفنيين |
| | (e) بنك أجنبي |

2 Put adjective and noun together in a description, changing the adjective as necessary

- | | |
|--------------------|-------------------|
| (b) الوطني | (a) مدرسة ابتدائي |
| (d) لوزكرنا، أجنبي | (c) تقاريره، يومي |
| | (e) انتخابات، عام |

3 Make these descriptions plural

- | | |
|-----------------------|-----------------|
| (b) التقرير الفني | (a) رسالة طويلة |
| (d) الطائرة الأميركية | (c) ممثل أجنبي |
| | (e) خط جوي |

Review

An important step. Once you have mastered this unit, you have broken through the barrier separating single words from meaningful expressions. And you have done your first manipulations in the language.

The words are hard, and there are too many to remember at a first attempt. Concentrate on the essential vocabulary; but don't hesitate to look up any word at all if you are uncertain.

10

In this unit you will learn

- the personal pronouns,
- the second basic structure, making simple statements.

New Words: العمل al-ʿamal Work

1 Essential Vocabulary

تاجر تجار	tājir tujjar trader	مأمور ma'mūr public official
خبير خبراء	khibar khubarā' expert	مدني madani civil, urban
دولي duwālī international	مشهور mashhūr famous	
صعب	ṣaḥb ṣiḥab difficult	مهندس muhandis engineer
طبيب أطباء	ṭibb aṭibbā' doctor	موجود mujaḍid present (not absent)
عالمي ʿālamī world/wide	موظف muwazzaf employee	
غائب ḡāib absent	وكالة wakaʿla agency	

Reference Vocabulary

أجر ajr ujūr wage	ممرض ممرضات muṣarrriḡa nurse
بطالة baṭala unemployment	هندسة handasa engineering
راتب rātib rawātib salary	واضح wāḍiḥ clear
سمسار samṣār broker	واقعة waḡa'a
شغل shuḡl shuḡhāl work, job	واقف waḡā'f job post
عمل ʿamal aḡmal work, labour	وكيل wakiil
معقول maḡqūl reasonable	وكيل wakiil agent
مقبول maḡbūl acceptable	

Personal pronouns

2 In previous units we have seen most of the personal pronouns ('you, he' etc). It may be helpful to have them clearly set out, with one we haven't seen so far. Write them out.

أنا <i>ana</i> I	نحن <i>nahn</i> we
أنت أنت <i>anta</i> you (m.)	أنتم أنتم <i>anthum</i> you (pl.)
أنت أنت <i>anti</i> you (f.)	
هو هو <i>huwa</i> he, it (m.)	هم هم <i>hum</i> they (people)
هي هي <i>hiya</i> she, it (f.), they (other than people, i.e. inanimate pl.)	

These pronouns correspond exactly to the possessives given in Unit 9, paragraph 5. The notes given there apply here as well.

Basic Structures, 2: The Equation

3 You probably didn't realize that you can already read and write whole sentences in Arabic. Well, you can. *Read and write these ones:*

هو مسؤول.	هو مسؤول. (<i>huwa'sul</i>) <i>He is responsible</i>
هو مهندس.	هو مهندس. (<i>muhandis</i>) <i>He is an engineer</i>
زميله مسؤول.	زميله مسؤول. (<i>zamilu</i>) <i>His colleague is responsible</i>
زميله طبيب.	زميله طبيب. <i>His colleague is a doctor</i>
زميله صحفي مصري.	زميله صحفي مصري. <i>His colleague is an Egyptian journalist.</i>

It is as simple as that. Whereas in English we need a verb form "is" for such a sentence, Arabic needs nothing beyond the two parts of the sentence. These Arabic sentences are complete and correct.

English uses this verbless structure also, but only in newspaper headlines and the like: "Dollar Devalued", "Chairman Dismissed" ("The Arabs Furious").

We can call this structure an *equation*, because, like a mathematical equation, such as $x = 2$, both parts are regarded as equal to each other. This equation is the second of the three basic structures which we study. We can use any pronoun in the first part of the equation.

Read and write:

أنا مسؤول. *I am responsible*

هي مسؤولة. She is responsible. هي مسؤولة.

هي طبيبة مشهورة. (maghāhira) She is a famous doctor. هي طبيبة مشهورة.

Equation Rule: In a simple statement, Arabic does not use any verb form corresponding to the English 'am, is, are'. The verb is simply omitted.

You will notice that the second part has to agree with the first part. Also, we can of course have a noun instead of a pronoun. For both, we observe the *animate plural* rule (Unit 9, paragraph 4) throughout. *Read and write* with an eye on the *inanimate plural*:

المشكلة صعبة. (muškilā) The problem is difficult. (feminine singular)

المشاكل صعبة. (muškilāt) The problems are difficult. (inanimate plural)

الاقتراحات طويلة. (al-iqtirāḥāt) The proposals are long

هي طويلة. (hī jawīla) They (the proposals) are long.

When we have to use a masculine regular plural ending in an equation, it takes the form *هم* (not *هن*); when we use a dual, it takes the form *ان* (not *ين*). *Read and write*:

المفتشون مسؤولون. (al-muftšūn) The inspectors are responsible

المفتشان مسؤولان. (al-muftšan) Both inspectors are responsible

نحن مسرورون. (naḥnu masrūrūn) We are pleased.

Exercise 1 Make as many meaningful equations as possible, taking your first part from list (a) and your second part from list (b). The words must be used as they are, don't change their form.

الأقراحاتنا، هي، الرئيس، القديرون، الصحفي
موجودون، مفيدة، موجود، واضحة، عراقي

Exercise 2 Translate into Arabic and read your answer aloud.

- (a) The engineer is Lebanese. (b) They are Italians.
 (c) The minister is absent. (d) The doctor is German.
 (e) She is a foreign doctor.

The answers to these exercises follow paragraph 4 below.

We have said that the second part of the equation must agree with the first part. This is only *partly* true. Look back at the equations quoted so far, especially the ones beginning with a noun. Can you see any way in which the second part does not agree with the first part?

There is a clue. Read and write this expression, which bears some resemblance to one of the equations we have already written.

المشكلة الصعبة المشكلة الصعبة al-mushkila 9-9a9ba

Notice the difference. What we have here is not an equation at all, but a description (Unit 9): 'the difficult problem' is a description the adjective agrees with the noun in every possible way, including masculine/feminine. The equations we have written earlier in this paragraph have a definite first part but an indefinite second part.

We can have equations with a definite second part. But they almost always have a pronoun in the first part. Read and write:

هو الرئيس. هو الرئيس. (hu-wa'lu) He is the chairman.

هم الخبراء. هم الخبراء. (hu-ma'lu) They are the experts.

The meaning of the equation demands a noun in the first part, then we omit the noun but we re-state it with its corresponding pronoun.

Read and write:

الرئيس هو الرئيس. الرئيس هو الرئيس. The Iraqi ('he') is the chairman.

زملائي هم الخبراء. زملائي هم الخبراء. My colleagues ('they') are the experts.

Because the pronoun makes it impossible to read the expression as a description, it must be an equation. But such equations are

Exercise 3 Which ones are equations and which are descriptions? Which ones (if any) contain a description?

Exercise 4 Read aloud and translate

- | | |
|------------------------|-----------------------|
| (a) الاقتراحات مقبولة. | (a) الطبيب الإنجليزي. |
| (b) مصر كبيرة. | (c) هر ظهير فتي. |
| | (e) اقتراحنا جديد. |

The answers to these exercises are given immediately below

Answers to Exercises

Exercise 1 (a) اقتراحاتنا مقبولة/واضحة. *iqrahātān maqbūla/wāḍiḥa.*

(b) proposals are acceptable/clear

(c) هي مقبولة/واضحة. *hiya maqbūla/wāḍiḥa.*

(d) They are acceptable/clear

(e) الرئيس موجود/غائب *al-ra'īs mujaḍd/ḡā'ib*

(f) chairman is present /absent

(g) مندوبون موجودون *al-mandūbūn mujaḍdūn.*

(h) delegates are present.

(i) الصحفي موجود/غائب *al-ṣaḥṣafī mujaḍd/ḡā'ib*

(j) journalist is present /absent.

Exercise 2 (a) المهندس لبناني. *al-muhandis libnānī*

(b) هم إيطاليون. *hum ḡāḍiyyūn.* (c) الوزير غائب. *al-wazīr ḡā'ib.*

(d) الطبيب لبناني. *al-ṭabīb libnānī.*

(e) هي طبيبة أجنبية. *hiya ṭabībā ajnabiya.*

Exercise 3 (a) *al-mu'tamar ad-duwālī maftūḥ.* The international conference is open. Equation with a definite description as first part

(b) *al-banāk ma'wūla* The banks are responsible. Equation

(c) *waḡla ḡāḥim wa-ḡā'ib* An important and difficult job. Not an equation but an indefinite description

(d) *al-wazīr al-ḡadīd marīḍ.* The new minister is ill. Equation with a definite description as first part.

(e) *Libnān tājir ʿālamī.* Lebanon is a world trader. Equation with an indefinite description as second part.

- Exercise 4** (a) al-ṭabīb al-īngilīzī. *The doctor is British/English.*
 (b) al-āqīdāt al-maʿqūla. *The proposals are reasonable.*
 (c) ḥawā ṭāhīb fannī. *He is a technical expert.*
 (d) miṣr kaḥīra. *Egypt is big.*
 (e) ṣūrahna jadīd. *Our proposal is new.*

Tests

1 Read aloud and translate

- | | |
|----------------------|--------------------------|
| (a) وطبقته صحية. | (b) المؤتمر التجاري هام. |
| (c) الوزراء موجودون. | (d) الصورة جميلة. |
| (e) الصورة الجميلة | |

2 Put the words together in an equation, making any necessary changes. Read aloud your answer and translate it:

- | | |
|---------------------|--------------------------|
| (a) موظفون؛ مسرور. | (b) مطاراتنا، دولي؛ هام. |
| (c) هو؛ تاجر، دولي. | (d) النص؛ واضح، ومقبول. |
| (e) مأمور؛ مشغول. | |

3 Fill in the missing letter. Read aloud and translate the word.

- | | | |
|--------------|----------------|--------------|
| (a) و... يفة | (b) م... ظف | (c) م... ذوب |
| (d) ش... ب | (e) الح... راء | |

Review

With an understanding of *descriptions* studied in the last unit and *equations* studied in this unit, you have made a serious step towards being able to read and understand the headings of many notices and announcements, and many newspaper headlines. There remains a third basic structure, also related to these two. But before we tackle that one, we should arm ourselves with some important prepositions (to, from, in, with and the like), which come in the next unit.

in this unit you will learn

- important prepositions,
- the command form of the verb,
- a form of equation often used in signs.

New Words: البلد al-bald Town

Essential Vocabulary - Prepositions

إلى	ila to	في	fi in
ب	bi- with, by	قبل	qabl before
بعد	baid after	ل	li- to, for, of
على	ala on	مع	ma' with
عن	an from, about	من	min from

Essential Vocabulary - Other words

إشارة	ishara sign	مرور	marir (also)
إيقاف	iqaf parking		passag, turning
بلد بلاد	balad balad town	مفرق مغاريق	mafraq mufariq
بوليس	bilis police		crossroad
ندخين	ndakhin smoking	منعرج	mannaj prohibited
توقيف	tuqif parking	ميدان مبادين	maydan mayadin
حد حدود	hadi (hadd) limit		square
سرعة	sarfa speed	نقل	naql transport
طريق طرق	tarik taruq road	وقوف	wuqif stopping
كرارج\جرار	garaj garage	يسار	yasar left(-hand)
كيلومتر	kilometre	يمين	yamin right(-hand)
مدينة مدن	madina madan city		

Reference Vocabulary - Prepositions

أمام	amam in front of	خلال	khallal during
تحت	taht below, under	داخل	daakh inside
حسب	hasab according to	دون\بدون	daa, bidan without
خارج	kharij outside	ضد	idda against

غير <i>ghayr</i> apart from	كامل <i>ka-mil</i> like, as
فوق <i>fawq</i> above, over	وراء <i>ward'</i> behind, beyond

Reference Vocabulary - Other words

برلمان <i>barlamiin</i> parliament	قصر قصر <i>qasr</i> palace
بلدية <i>baladiya</i> town hall	قنصلية <i>qunsuliyah</i> consulate
جامعة <i>jami'ah</i> university	مجلس مجالس <i>majlis</i> council
شرطي <i>shur'fi</i> policeman	مركز مراكز <i>markaz</i> centre
عاصمة عواصم <i>'asimah</i>	

2 Prepositions

A preposition is a word connecting a noun or pronoun with the rest of the sentence. Examples in English are *in, with, from*. In the essential and reference vocabularies given above the prepositions are shown separately because of their importance.

In Arabic the preposition precedes its noun, as it does in English. *Read and write.*

بعد سنة *ba'd sana* after a year

ضد الحكومة *(idd)* against the government

حسب الخبراء *(hasab)* according to the experts

داخل البلاد *(dakhil)* inside the country

fi shortens its vowel, becoming *i* in pronunciation before an *alif*. The spelling is unchanged. *Read and write*, comparing the sounds.

في بنك *fi bank* in a bank (long *i*)

في البنك *fi l-bank* in the bank (short *i*)

When we want to combine a preposition with a pronoun, we add the pronoun as an ending, using the same endings as the possessives (Unit paragraph 5). The meanings then become *me, you, him* etc. We can add the pronoun endings to the prepositions which end in a consonant (including hamza) without further ado. *Read and write.*

أمامه أمامي *maʾni* with me *amman* in front of him

The prepositions ending in a vowel, long or short, are unfortunately not so simple. Details are given below. Don't try to learn the following details at one stroke. Use them for reference until at least some become familiar. Some of the explanation concerns only pronunciation anyway, which is not our main target.

- إلى *ilā* and على *ʿalā* change to إلی *ilay-* and علی *ʿalay-* before adding a pronoun. *Read and write:*

إليها *ilayha* to her, it, them (animate pl.)

علينا *ʿalayna* up to us ('on us')

You have certainly heard of the classic greeting *السّلام عليكم* *as-salām ʿalaykum* Peace (be) upon you. Thinking of this might help you to remember how these two prepositions change before a pronoun.

- لي *lī* (you will recall that one-letter words are written together with the next word) becomes لي *lī* for 'for me', but changes to لـ before any other pronoun. *Read and write:*

له *lahu* for him, it *لهم* *lahum* for them

- After ب *bī*, إلى *ilay-* and على *ʿalay-* (see above), the pronoun ending ـه is pronounced -hi, and ـهم is pronounced -hum. The spelling is unchanged. *Read and write:*

به *bihī* with her/it, in her/it *إليهم* *ilayhim* to them

Prepositions in Equations

We can use a phrase consisting of preposition + noun, or preposition + pronoun, as either part of an equation, without further formality.

Read and write:

هو ضدّ الاقتراح. *He is against the proposal.*

الطبيب في البلد. *The doctor is in ('the') town.*

المروء إلى اليسار ممنوع. *al-murur ila l-yasār ma'munāʿ*
 NO LEFT TURN ('Turning left prohibited')

* No 'helping' pronoun (Unit 10, paragraph 3) is needed here. The preposition makes the equation clear and unmistakable.

4 Translating prepositions

Arabic phrases do not always have the preposition which exactly corresponds to the English, be prepared for different ones. Here are two examples out of many. *Read and write:*

مسؤول عن مسئول عن (ʿan) responsible for
 ممنون من ممنون من (min) grateful for

5 Command Form

You may see a notice or instruction like one of these. *Read and write:*

اشرب فانثا اشرب فانثا (iṣrab fantha) Drink Fanta
 اقفل الباب اقفل الباب (iqfil) Shut the Door
 اركب/انزل هنا اركب/انزل هنا (irkaḥ/nal huna) Get on/off here
 افتح بانتهاء افتح بانتهاء (iftah bi-nṭihā) Open carefully
 انظر... انظر... (unṣur) See
 اطلب... اطلب... (utlib) Ask for

These are verbs, in the command form. They can often be recognised by two characteristics: they stand at the beginning of the expression, as in English; and they begin with *alif*, which is pronounced l-, u- or a- depending on the verb.

Unfortunately not all commands take this easily recognisable form. In Unit 3 we had *تباطئ* *tamaṭṭaʾ* SLOW DOWN, and in Unit 6 *قف* *qaf* STOP. These important notices are also in the command form.

All the forms shown here are masculine, which is the form generally used.

you may occasionally see the plural form (as if addressing a group), which adds -وا pronounced -a (the alif is silent)

اسألوا *as'alū* Ask; ... اسألوا *as'alū* Ask for ... (etc.)

These forms are used in advertisements, or when an authoritative tone (police, road signs, warnings of danger etc.) is needed. A more polite form, similar to our *Please ...* takes the following guise. *Read and write:*

الرجاء الانتظار هنا. الرجاء ألا تستأخر هنا.
al-rajā' al-intaẓār hā. al-rajā' al-ā la tastaẓir hā.
Please Wait Here.

You will note that the verbal noun, in this case انتظار *waiting*, is definite in this expression.

Please do not ... is written using the noun عدم *ʿadam* lack of, followed by a definite verbal noun. *Read and write:*

الرجاء عدم التدخين.
al-rajā' al-ʿadam al-taḍkhīn.
Please do not Smoke

6 Signs and Notices

In many road signs and similar short messages and warnings, an equation is used in reverse order, for effect. This happens, for example, with the essential word ممنوع *manʿūʿ* *PROHIBITED*. In an ordinary text, the sentence *Entry is prohibited* would be

الدخول ممنوع. al-dakhūl manʿūʿ.

This is the normal word-order for an equation, as you have learned. But when the same sentence in a sign will read

ممنوع الدخول *NO ENTRY* ('Entry prohibited')

for special effect. Don't be surprised when you see this. It is simply an equation with its parts in reverse order.

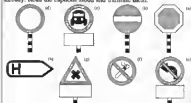
Not all Arab countries use the same words for everything, so don't be confused if you find unfamiliar words on traffic and other signs. The words given in this book are very widely used.

Exercise 1 Read and translate these equations:

- (a) الاسم فوق الإعلان.
 (b) المفرق خارج البلد.
 (c) مكتبي أمام المستشفى.
 (d) الكراج على يمينك.
 (e) البلدية وراءنا.

Exercise 2 Write equations with the opposite meaning of those shown in Exercise 2. Read your answers aloud.

Exercise 3 Fill the captions to the signs, one of which we know already. Read the captions aloud and translate them.



ممنوع الدخول، فف، ممنوع للمرور، المرور إلى اليسار ممنوع،
 ممنوع للسيارات، مستشفى، ممنوع التدخين، مفرق خطر.

The answers to these exercises are given immediately below

Answers to Exercises

Exercise 1 (a) al-ism fuq al-i'ān.

The name is above the announcement.

(b) al-mafraq khārij al-balad. The crossroad is outside the town.

(c) maktabi amām al-mustashfa. My office is in front of the hospital.

(d) al-garāj ʾula yamīnāk. The garage is on your right.

(e) al-baladīya warāʾna. The town hall is behind us.

Exercise 2 (a) al-ism taht al-i'ān.

(b) al-mafraq dākhil al-balad.

(c) maktabi warāʾ al-mustashfa.

(d) الكراخ على يسارك. al-ḡarāḡ ʔala yasdruk.

(e) البلدية أمانتنا. al-baladiya amānna.

Kazrics 3 (a) وقف *qf STOP*

(b) ممنوع الدخول *manʕuʔ ad-dakhul NO ENTRY*

(c) ممنوع للسيارات *manʕuʔ li-l-ayyarat VEHICLES PROHIBITED*

(d) ممنوع المرور *manʕuʔ li-l-marʔir TRAFFIC PROHIBITED*

(e) ممنوع المرور إلى اليسار *manʕuʔ li-l-yasār NO LEFT*

(f) ممنوع التدخين *manʕuʔ at-tadkhīn NO SMOKING* TURN

(g) مفرق خطر *mafraḡ khatr DANGEROUS CROSSROAD*

(h) مستشفى *mustashfa HOSPITAL*

Tests

Read aloud and translate:

(a) ممنوع الانتظار (b) في البلد (c) في البلاد *

(d) أشغال على الطريق (e) المرور إلى اليمين

* two possible meanings

2 Make the adjective agree with the noun or pronoun in a description

(a) سيارات (جديد) (b) أشغال (هَامّ)

(c) الشرطة (محلي) (d) مستشفيات (كبير)

(e) مشاكل (قتي)

Which of these are descriptions, and which are equations? (All fall stops have been omitted, not to make things too easy) Read everything aloud and translate it.

(a) المأمور المسؤول (b) المأمورون هم المسؤولون

(c) البلاد جميل (d) زميلي في المستشفى

(e) زميلي المريض

Review

Prepositions are useful because of their function as linking words, opening up phrases which otherwise might be a problem. They are so common that they are not only worth learning, they stick in the mind more easily than many other words. And they fit into the equation structure which is at the heart of many headlines and announcements.

We go on now to our third and last basic structure.